

65-4537

7 August 1965

MEMORANDUM FOR: Mr. Robert L. Bannerman

Bob:

Attached is a self-explanatory pamphlet which Mrs. Raborn purchased somewhere for a dollar. The Director thinks that we should provide this to our employees as a service and that we might get a special rate. I told him that I wasn't sure it would be legally permissible to purchase this for our employees but that I would look into it. Please do.

More specifically, the Director wants the principles, in addition to any ideas our Security people have, applied as appropriate to his new house which, as you know, will be available on 11 August. He mentioned in particular that he wanted appropriate locks on all the screens and a short chain-lock which can be fastened from the outside.

He also wants to arrange for the construction of a fence in the back yard and a canopy of some kind over the front stoop. He of course will expect to pay for this, but I suggest that you have [ ] people make the arrangements at the same time the other work on the doors, locks, etc., is being done. The Director also mentioned that there was ample room in the basement for any special facilities we might need for our Security people.

Please do not hesitate to contact the Director or Mrs. Raborn to get further specific instructions. I would appreciate being kept advised. (Please see that the booklet is returned to the Director.)

/s/  
L. K. White

Att (Pamphlet) (How to Protect Yourself on the streets and in you home)

ExDir:LKW:sbo

Distribution:

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